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*Office Memorandum* • UNITED STATES GOVERNMENT  
25 YEAR RE-REVIEW

TO : Director of Training  
THROUGH : Deputy Director of Training

DATE: 10 September 1959

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 34  
2 September - 8 September 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Last week [ ] discussed data on language competencies that he will require for his paper on war planning. C/IB agreed to furnish him with the following information using the LQR and the test-information available in the files: according to language, the number of employees who have declared some proficiency, the number of tests taken and the number who scored at the intermediate and high levels both comprehensively and specialized reading or speaking.

With [ ] serving as their supervisor, some JO's (var. 3-5) worked on this project and are in process of typing the composite report.

2. By separate memo, I am submitting a list of suggested nominees, within and without OTR, who might be considered for the Annual Awards Program announced by the Training Officers Conference to give recognition to those who make outstanding contributions to the field of employee training and development.

3. On Wednesday [ ] attended a briefing for voluntary language instructors given in R&S auditorium by [ ] Basically, this covered housekeeping details. Of importance perhaps were such points as [ ] announcing a Saturday, September 12, Institute, for about 30 instructors during which time theory and methods of instruction will be discussed. Another item was the matter of absences about which [ ] set the rule: 5 absences during either half of semester meant withdrawal or three consecutive absences at any time, unless the reasons are strong (and this would be the decision of the C/VLTP), would also mean dismissal from the class.

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4. Following various meetings and decisions on screening CSR candidates to get down to the Fire Marshal's limit on [ ] auditorium, it was agreed that up to 50 students could be accommodated by switching to the larger but less desirable classroom now used by [ ]

5. [ ] FE, just returned from overseas and will begin the Senior Officer Course at FSI on 14 September. All of the necessary clearances have been received ("Q" and "Cosmic") and Mr. [ ] will report on 11 September to Mr. [ ] Director of the Senior Officer Course for a pre-registration conference.

6. [ ] will depart on the 15th of September for her one semester program in Library Science at [ ] University.

8. After some discussions with [ ] on possible use of his personnel in RS, we were mutually agreeable to the temporary detail of [ ] to work on some of [ ] responsibilities. Initially, I have [ ] determining which OTR regulations can be rescinded, modified, etc. He has spent several days at it punctuated by interviews for placement with other Offices.

9. 10 September, [ ] reported to take over Donna [ ] responsibilities.

10. I have prepared some comments on external training under the Government Employees Training Act for release as a Bulletin article. After editing by the Information Branch, I'd like to clear this one very carefully with DTR before we do release it.

11. [ ] has been working diligently on getting together all the pertinent facts incident to area studies available in the metropolitan area. We still have some more work to do on it before presentation to DTR.

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12. [ ] called on us once again for training information supplemental to the Contingency Task Force. This time he needed listings on those who had completed Order of Battle Training. The IBM unit was not in position to meet this promptly so we met his immediate needs from our own resources instead.

13. During the week 2 September - 8 September 1959, there were 473 persons enrolled in OTR conducted training:

395 enrolled in 48 classes ( 9 languages) voluntary

26 enrolled in 4 classes ( 3 languages) internal

8 enrolled in 1 Operations School course

26 enrolled in 3 Intelligence School courses

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10 enrolled in Instructional Techniques (Commo)  
conducted by [ ]

1 Dependent

7 from other Government agencies

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